

Message Text

UNCLASSIFIED

PAGE 01 STATE 307185
ORIGIN DRC-01

INFO OCT-01 EUR-12 ISO-00 L-03 /017 R

DRAFTED BY FADRC/DR:FMMACHAK:VFH
APPROVED BY O/FADRC - MR. PRUDEN
L:MDSANDLER

----- 071007 /43

P 201915Z DEC 76
FM SECSTATE WASHDC
TO AMEMBASSY BELGRADE PRIORITY

UNCLAS STATE 307185

E.O. 11652:N/A

TAGS:ACOM, AFSP, AINF

SUBJECT:AMBASSADOR'S FILES

REF: BELGRADE 8198

1. THE DEPARTMENT'S REGULATIONS PERTAINING TO THE
CREATION AND DISPOSITION OF RECORDS ARE CONTAINED IN
5 FAM 400.

2. THE FOLLOWING IS A BRIEF SUMMARY OF THE POLICIES AND
PROCEDURES WHICH THE FOREIGN AFFAIRS DOCUMENT AND
REFERENCE CENTER FOLLOWS IN STORING AND GRANTING ACCESS
TO RECORDS COLLECTED DURING THE TENURE OF SENIOR OFFICIALS
OF THE DEPARTMENT. THESE GUIDELINES HAVE BEEN DEVELOPED
BY FADRC AND THE LEGAL OFFICE AND TAKE INTO ACCOUNT THE
OVERRIDING NEED AND STATUTORY REQUIREMENT TO RETAIN A
COMPLETE RECORD OF THE DEPARTMENT'S BUSINESS AND DECISIONS
WHILE AT THE SAME TIME RECOGNIZING THE RIGHT OF A GOVERN-
MENT EMPLOYEE TO RETAIN PAPERS OF A PERSONAL NATURE OR
THOSE PREPARED WITH THE EXPECTATION OF PRIVACY -- E.G.,
UNCLASSIFIED

UNCLASSIFIED

PAGE 02 STATE 307185

PERSONAL CORRESPONDENCE, PRIVATE DIARIES.

3. DEPARTMENTAL POLICY AND PRECEDENT REQUIRE ALL DEPARTING
SENIOR OFFICIALS TO DEPOSIT THEIR OFFICIAL RECORDS IN

THE CUSTODY OF THE FOREIGN AFFAIRS DOCUMENT AND REFERENCE

CENTER FOR SAFEKEEPING. HOWEVER, ACCESS PROCEDURES ALLOW THE OFFICIAL TO USE THE RECORDS AT ANY TIME DURING DEPARTMENTAL OFFICE HOURS. THIS POLICY CLEARLY SATISFIES THE DEPARTMENT'S REGULATIONS FOR SAFEGUARDING SENSITIVE MATERIALS WHILE ALLOWING ACCESS BY FORMER PRESIDENTIAL APPOINTEES AND CAREER OFFICERS TO CLASSIFIED INFORMATION WHICH THEY ORIGINATED, REVIEWED, SIGNED OR RECEIVED WHILE IN PUBLIC OFFICE (5 FAM 946).

4. SENIOR OFFICIALS ARE ENCOURAGED TO DEPOSIT WITH THE DEPARTMENT ALL OF THEIR PAPERS, BOTH OFFICIAL AND PERSONAL. BUT AN OFFICIAL MAY TAKE WITH HIM PAPERS AND MATERIALS UNDER THE FOLLOWING LIMITED CIRCUMSTANCES:

A) A DEPARTING OFFICIAL MAY RETAIN PAPERS THAT HAVE BEEN EXPLICITLY DESIGNATED OR FILED AS PERSONAL FROM THEIR TIME OF ORIGIN OR RECEIPT (5 FAM 417.1A). THIS POLICY TAKES INTO ACCOUNT PRIVACY INTERESTS THAT OFFICIALS MAY HAVE IN PAPERS WHICH HAVE BEEN CONTINUOUSLY AND CONSISTENTLY TREATED AS PERSONAL. THIS CATEGORY WOULD OBVIOUSLY NOT INCLUDE EXTRA COPIES OF DEPARTMENT OF STATE PAPERS. IF A PERSONAL PAPER CONTAINS MATERIAL OF OFFICIAL CONCERN (E.G., MATTERS RELATING TO POLICY DECISIONS OR OTHER DEPARTMENT FUNCTIONS), SUCH MATERIAL SHOULD BE EXTRACTED AND INCLUDED IN THE DEPARTMENT'S RECORDS (5 FAM 432).

B) THE DEPARTING OFFICIAL MAY RETAIN COPIES OF UNCLASSIFIED DEPARTMENT OF STATE PAPERS, ONLY IF APPROVED BY THE DIRECTOR FADRC (5 FAM 417.1C). FADRC APPROVAL IS ALSO REQUIRED FOR THE REMOVAL OF PAPERS BELIEVED TO BE PERSON-UNCLASSIFIED

UNCLASSIFIED

PAGE 03 STATE 307185

AL, BUT WHICH HAVE NOT BEEN EXPLICITLY DESIGNATED OR FILED AS PERSONAL FROM THEIR TIME OF ORIGIN OR RECEIPT. IN APPROVING REMOVAL OF SUCH PAPERS, FADRC MAY REQUIRE THAT MATERIAL OF OFFICIAL CONCERN BE EXTRACTED AND INCLUDED IN THE DEPARTMENT'S RECORDS (5 FAM 417.1B).

C) ORIGINAL COPIES OF DOCUMENTS OR CLASSIFIED MATERIAL MAY NOT BE REMOVED. HOWEVER, UPON REQUEST, THE DEPARTMENT WILL SCREEN DOCUMENTS FOR DECLASSIFICATION AND REMOVAL FROM THE DEPARTMENT. S/S MAKES THE FINAL DETERMINATION IN THIS REGARD BASED UPON THE RECOMMENDATIONS FROM THE DIRECTORS OF FADRC AND ANY BUREAU OR OFFICE CONCERNED (5 FAM 417.3).

"

5. AT EVERY STEP OF SCREENING AND DECLASSIFYING OF FILES, OFFICERS IN FADRC AND PA/HO WILL BE AVAILABLE TO OFFER DETAILED TECHNICAL ASSISTANCE. THEY WILL ALSO BE ABLE

TO ADVISE ON THE PROCEDURES FOR EVENTUALLY DEPOSITING PAPERS OF HISTORICAL IMPORTANCE IN THE NATIONAL ARCHIVES OR A PRESIDENTIAL LIBRARY (5 FAM 417.2).

6. WHEN OFFICIAL PAPERS ARE SENT TO FADRC, THEY WILL BE STORED IN ROOM 1239 AT THE MAIN DEPARTMENT OF STATE BUILDING. WHEN FORMER OFFICIALS FIRST BEGIN THEIR RESEARCH, THEY WILL BE ASSIGNED A RESEARCH CUBICLE IN ROOM 1239 IN WHICH THEY WILL HAVE ACCESS TO THEIR RECORDS BETWEEN 9 A.M. AND 5 P.M. ON ANY OFFICIAL WORKING DAY, MONDAY THROUGH FRIDAY. THEY MAY EITHER MAKE PRIOR ARRANGEMENTS WITH FADRC OR SIMPLY ARRIVE DURING WORKING HOURS. A RESEARCHER FROM THE RETRIEVAL BRANCH WILL BE ASSIGNED TO ASSIST THE FORMER OFFICIAL WITH ANY RESEARCH NEEDS. THE PRIMARY DUTIES OF THE FADRC EMPLOYEE WILL BE TO ASSIST IN ARRANGING AND ORGANIZING FILES BUT NOT TO EXTRACT INFORMATION FROM DOCUMENTS OR PREPARE BIBLIOGRAPHIC NOTES OR REFERENCES. IF ALERTED BEFOREHAND, UNCLASSIFIED

UNCLASSIFIED

PAGE 04 STATE 307185

THE RESEARCHER WILL HAVE THE BOXES CONTAINING RECORDS READY FOR USE.

7. IN SUM, FADRC WILL ENSURE THE SECURITY AND INTEGRITY OF RECORDS WHILE OFFERING AS MUCH FLEXIBILITY OF ACCESS AS IS ALLOWED BY REGULATION AND POLICY PRECEDENTS.

8. AMBASSADOR'S FILES SHOULD BE POUCHED TO DEPARTMENT FOR ATTENTION OF: DIRECTOR, FOREIGN AFFAIRS DOCUMENT AND REFERENCE CENTER, ROOM 1239.

KISSINGER

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 20 DEC 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976STATE307185
Document Source: CORE
Document Unique ID: 00
Drafter: FMMACHAK:VFH
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760467-0049
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19761227/aaaaaxkj.tel
Line Count: 152
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators:
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 76 BELGRADE 8198
Review Action: RELEASED, APPROVED
Review Authority: morefirh
Review Comment: n/a
Review Content Flags:
Review Date: 24 APR 2001
Review Event:
Review Exemptions: n/a
Review History: RELEASED <24-Apr-2001 by chicheje>; APPROVED <24 MAR 2004 by morefirh>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: AMBASSADOR'S FILES
TAGS: ACOM, AFSP, AINF
To: BELGRADE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006